







320.01	Introduction
320.02	Project Summary
320.03	Preparing the Environmental Review Summary
320.04	Environmental Database Resources
320.05	Project Classifications
320.06	Biennial Budget
320.07	Exhibits

Key to Icons

	Memorandum of Understanding.
	Reference document, such as a manual, book, or published article.
	Permit or application for a permit, approval or certification.
	Web site.*

320.01 Introduction

Projects are identified based on a funding and fiscal analysis that updates revenue projections for the 20-year system plan and develops a preliminary allocation of available resources. The project identification process encompasses identification of a highway problem or need, statement of project purpose, project scoping, and development of a project summary.

Project summaries are prepared for all projects that will begin design or construction in the next biennium. Each summary includes an environmental review to identify potential environmental issues and impacts. Summaries are used to establish for the Commission and Legislature the level of development required for each project.

* Web sites and navigation referenced in this section are subject to change. For the most current links, please refer to the online version of the EPM, available through the EAO home page: <http://www.wsdot.wa.gov/eesc/environmental/>

Under NEPA and SEPA, projects are classified as either Class I (Environmental Impact Statement required), Class II (Categorically Excluded or Exempt), or Class III (Environmental Assessment or Checklist required) to determine whether environmental impacts will be significant. Under SEPA, the Class III action is known as making a threshold determination.

WSDOT has developed an extensive online GIS database that is useful for preliminary environmental analysis and project classification during the project definition phase. See [Section 320.04](#).

(1) Abbreviations and Acronyms

Abbreviations and acronyms used in this section are listed below. Others are found in the general list in the appendix.

CE	Categorical Exclusion (NEPA) or Categorical Exemption (SEPA)
DCE	Documented Categorical Exclusion (NEPA)
EA	Environmental Assessment
ECS	Environmental Classification Summary
EIS	Environmental Impact Statement
ERS	Environmental Review Summary
GIS	Geographic Information System
NEPA	National Environmental Policy Act
PS&E	Plans, Specifications and Estimates
SEPA	State Environmental Policy Act

(2) Glossary

Federal Nexus – A project has a federal nexus when there is a connection with the federal

government; i.e. when any of the following occur: federal land is within the project area, federal money is used in the project, or federal permits or approvals are required as part of the undertaking.

320.02 Project Summary

Project summaries are prepared in each regional office for all projects proposed to begin design or construction in the next biennium, for which funds will be requested in the next biennial budget. The Project Summary has three components:

- Project Definition
- Design Decisions Summary
- Environmental Review Summary

Preparation of the Project Summary ensures that regional staff have considered all potential costs of the project, including both engineering and environmental factors, so a realistic budget can be prepared.

For details on this process, see WSDOT's web site:

 <http://www.wsdot.wa.gov/>

Click on Site Index, then P, then **Planning and Capital Program Management**, then **Transportation Planning**, then Project Summary Toolbox.

Or by direct link:

 <http://www.wsdot.wa.gov/ppsc/planning/>

For details on the Local Agency Guidelines (LAG) Program Summary process and forms, see WSDOT's web site:

 <http://www.wsdot.wa.gov/TA/Operations/LAG/LAGHP.HTM>

(1) Project Definition

The Project Definition form (**Exhibit 320-1**) includes:

- Deficiency or need addressed by the project and whether the deficiencies are included in

the 20-year Highway System Plan (or equivalent for other modes) or Six-Year Program.

- Statement of purpose and need.
- Proposed strategy (description of work by road segment).
- Right-of-way or relocation requirements.
- Duration of pre-construction and construction activities.
- Summary of design decisions.
- Summary of environmental review.
- Estimated costs.

(2) Design Decisions Summary

The Design Decisions Summary (**Exhibit 320-2**) is prepared with the guidance of the Design Matrix. Design matrices are used to identify the design level(s) for a project and the associated processes and approval authority for allowing design variances. The matrices address the majority of preservation and improvement projects and focus on those design elements that are of greatest concern for project development.

The Design Decisions Summary includes:

- Geometrics and traffic
- Access control designation
- Roadway geometric data (existing and proposed) compared to standard
- Pavement requirements
- Roadway preservation
- Roadside restoration
- Improvements (safety and hydraulics)
- Deviations from the design matrix
- Design variance inventory

(3) Environmental Review Summary

The Environmental Review Summary (**Exhibit 320-3**) allows the regional environmental staff to consider at this early stage potential impacts and mitigations, required

permits and approvals, and what form the environmental documentation for the project will take. If the project scope is revised before approval, the design office consults with the regional environmental staff to verify that the environmental classification and other information is still correct.

320.03 Preparing the Environmental Review Summary

The Environmental Review Summary (ERS) form is found in the Project Summary database in each Regional Office. It is completed by the regional environmental staff at the request of regional design staff. On a project that is categorically excluded or exempt (CE) under NEPA and/or SEPA, the signed ERS, with any required documentation, is retained within the Region and serves as the environmental document for the project. For a NEPA Documented CE, which requires FHWA approval, the ERS serves as a draft document, and is replaced by an identical form, called the Environmental Classification Summary (ECS), which requires FHWA signature. This signed ECS serves as the environmental document for the project, as explained in [Section 320.05\(3\)](#).

See [Exhibit 320-4](#) for instructions on completing the summary. The WSDOT Environmental GIS Workbench, which provides data needed for the “Environmental Considerations” section of the form, is described below [Section 320.04](#). Guidance on project classifications for NEPA/SEPA purposes is found in [Section 320.05](#).

For details on required procedures and permits, see [Section 410](#) through [Section 470](#).

320.04 Environmental Database Resources

(1) WSDOT's GIS Environmental Workbench

WSDOT's Environmental GIS Workbench is an internal data system developed for use by WSDOT staff in preparing the Project Summary, particularly the “Environmental Considerations” portion of the ERS. The workbench is a user-friendly interface covering a wide range of environmental resources gathered from a variety of public agency and WSDOT sources.

The database has over 60 layers of environmental and natural resource management data, in the following major data categories:

- **General reference** – Transportation routes, political and administrative boundaries, major public lands, geographic reference.
- **Environmental data** – Air quality, fish and wildlife, priority species and habitats, geology and soils, groundwater and wells, hazardous materials, hydrography, plants, and water quality.

WSDOT users can access these data sets at:
w:\Data\GIS\GISOSC\GEODATA

For a list of current data sets, see WSDOT's environmental web site:

 <http://www.wsdot.wa.gov/eesc/environmental/>

Click on Information, then WSDOT GeoData Catalog

Or by direct link:

 <http://www.wsdot.wa.gov/mapsdata/geodatacatalog/default.htm>

A six-hour training session has been developed to provide WSDOT staff with a starter knowledge of ArcView, the Environmental GIS Workbench tool and the environmental data available through the tool.

The data provided to WSDOT staff through the Environmental GIS Workbench is sufficient for Project Summary purposes.

(a) Accessing the GIS Workbench

WSDOT staff wishing to access this GIS application should contact their Information Technology Manager (or equivalent), and ask for ArcView and the Environmental GIS Workbench Extension. Geographic Services provides WSDOT employees with basic training on ArcView, and the EAO provides technical support and information regarding the data available through this interface.

At this time, there are no plans to provide this interface to the general public or to WSDOT consultants.

(b) Expansion of GIS Workbench

GIS resources for environmental data are expanding rapidly. WSDOT staff works with federal, state, and local agencies to maintain a collection of the best available data for statewide environmental analysis. New data resources are incorporated into the WSDOT Environmental GIS Workbench over time. To facilitate getting the best data into the system, please contact the EAO's Environmental Information Program with information about newly identified data resources.

(2) What is a GIS Data Set?

A Geographic Information System (GIS) data set is data that describes and locates geographic features and stores an Earth-based delineation of those features. GIS data sets are used to track information about things on the ground, typically organized by geographic features (e.g. stream, watershed, city, county). Using common tabular database technology, GIS links data tables and records with graphical representations (maps) of real-world features. These features are stored using coordinate values correlated with the Earth's surface. This allows tabular information to be stored as a characteristic of a place or geographic

feature and then be cross-referenced to other information based on common geographic location.

(3) Using Online GIS Databases

The data needed for transportation project environmental impact analysis often can be retrieved from a GIS database. Many public agencies and non-governmental organizations now focus their mapping functions on building GIS databases rather than physically publishing maps or reports. For example, U.S. Fish and Wildlife Service's National Wetlands Inventory data are available through several web sites and via the WSDOT Environmental GIS Workbench.

Generally, if the online data is sufficient for the purpose, there is no need to acquire paper versions from the same agency. However, agencies often still produce and distribute standardized paper maps and reports produced using their GIS systems. They also often provide copies of the GIS data as a product.

When required data is available through a GIS, it may be reviewed either on-line or on paper printouts. Direct use of the GIS database enables ad hoc inquiries that generate information not found in pre-designed, standard products.

GIS may or may not be the best available source for some environmental data. Whether the environmental data is obtained from paper products or digital ones, the information has the same value and is equally appropriate for use in reviewing projects.

(4) Citing a GIS Database

The GIS data system itself should be cited as a reference whether the data is provided on paper or digitally. Proper form for citations referring to digital database is evolving, but typically includes the name of the data system, the name of the agency that maintains/updates the database, and date of the data retrieval. If the data comes from an Internet web site, the title of the site should be

included with the full Uniform Resource Locator (URL).

320.05 Project Classification

Based on the environmental considerations identified during preparation of the Environmental Review Summary, WSDOT projects are classified for NEPA/SEPA purposes to determine the type of environmental documentation that will be required. Projects with a federal nexus (using federal funds, involving federal lands, or requiring federal approvals or permits) are subject to NEPA and SEPA. Projects that are state funded only, with no federal nexus, can just follow SEPA guidelines. Since many WSDOT projects are prepared in the hope of obtaining federal funding, NEPA guidelines are usually followed. The sections below define the three classes of projects and list types of work typically found in each class, FHWA/federal agency concurrence required, and procedures for classifying and, if necessary, reclassifying projects.

(1) Classification System

(a) NEPA Classifications

All projects subject to NEPA are classified as either Class I, II, or III. Class I projects require preparation of an EIS because the action is likely to have significant adverse environmental impacts. Class II projects are categorical exclusions (CE) or Documented categorical exclusions (DCE) that meet the definitions contained in 40 CFR 1508.4. These are actions that are not likely to cause significant adverse environmental impacts. On DCE projects where the use of federal funds is proposed or other federal nexus is present, FHWA must review and concur with the NEPA classification as part of design approval. For guidance on these procedures see the MOU between WSDOT and FHWA, [Exhibit 320-5](#).

Class III projects require an Environmental Assessment (EA) because the significance of the

impact on the environment is not clearly established.



Memorandum of Understanding between Washington State Transportation Department and Federal Highway Administration, Programmatic Categorical Exclusion Approvals ([Exhibit 320-5](#)).

(b) SEPA Classifications

Class II projects are categorical exclusions under NEPA but may not be categorically exempt under SEPA (WAC 197-11-305). In the alternative, a NEPA Documented CE (DCE), with some additional information, may be adopted for SEPA and support a DNS, as per the NEPA Categorical Exclusions Implementing Agreement with the Department of Ecology (June 1996); see [Exhibit 320-6](#).

If the project is not exempt under SEPA, WSDOT must prepare a SEPA checklist and issue a threshold determination, which may be a Determination of Nonsignificance (DNS) or a Determination of Significance (DS). A SEPA checklist may be required if additional right-of-way is acquired, or environmental impacts result from the project (see [Sections 420](#) through [470](#)). For Class III projects, WSDOT may adopt the EA to satisfy the requirements for a DNS under SEPA.

Similarly, a SEPA checklist supports a DNS for a state project and no EIS is required.

See WAC 197-11 Part 3 for SEPA threshold determination criteria.



Implementing Agreement between the Washington State Transportation Department and the Washington State Department of Ecology Concerning Adoption of NEPA Documented Categorical Exclusions.

(2) Class I Projects (EIS)

Class I projects are actions that are likely to have significant impact on the environment because of their effects on land use, planned growth, development patterns, traffic volumes, travel

patterns, transportation services, natural resources, or because they are apt to create substantial public controversy. An EIS may follow an EA if significant impacts are discovered during preparation of an EA, or may be prepared without an EA if it is evident that the project will have significant impacts. See [Section 411.05](#) for details on EIS documents and procedure, and [Section 411.08](#) for general guidance on preparing an EIS.

Examples of projects that usually require an EIS, as referenced in 23 CFR 771.115, are:

- New controlled-access freeway.
- Highway project of four or more lanes on a new location.
- New construction or extension of fixed rail transit facilities (e.g., rapid rail, light rail, commuter rail, automated guideway transit).
- New construction or extension of a separate roadway for buses or high-occupancy vehicles not located within an existing highway facility.

Although examples are given, it is important to remember that it is the size and significance of the potential impacts that determines the need for an EIS, not the size of the project.

Class I projects that impact waters of the United States or waters of the state and require a Section 10 permit or a Section 404 permit from the U.S. Army Corps of Engineers (COE) must follow the requirements of the NEPA/SEPA/404 Merger Agreement. This agreement applies to all transportation construction projects in the state of Washington requiring a COE Section 404 permit and FHWA action under NEPA and/or WSDOT action under SEPA. See [Section 431.04](#) for details on the NEPA/SEPA/ 404 Merger Agreement and [Section 431.06](#) for details on Section 404 permits.

(3) Class II Projects – Categorical Exclusions (CE and DCE)

Categorical Exclusions are actions that meet the definition contained in NEPA rules (40 CFR 1508.4) and, based on past experience with similar actions, do not involve significant environmental impacts. Unless specifically requested by other agencies or the public, these actions do not require an EIS or an EA.

Categorical exclusions are actions which do not induce significant impacts to planned growth or land use for the area; do not require the relocation of significant numbers of people; do not have a significant impact on any natural, cultural, recreational, historic, or other resource; do not involve significant air, noise, or water quality impacts; do not have significant impacts on travel patterns; or do not otherwise, either individually or cumulatively, have any significant environmental impacts.

Class II projects are defined further by two fixed subcategories as described below. The subcategory determines the documentation and approval required.

(a) Class II projects not requiring documentation for FHWA concurrence (CE)

Projects in this subcategory, Categorical Exclusions (CE), meet the requirements of the Memorandum of Understanding Between WSDOT and FHWA on Programmatic Categorical Exclusion Approvals, signed May 25, 1999. See [Exhibit 320-6](#). The only NEPA documentation required is a signed Environmental Review Summary that is included in the Project Summary package sent to OSC. No other NEPA documentation or approval by FHWA is required, although some CE projects may require a Biological Assessment (BA), which may result in a “Letter of No Effect” on endangered species or habitat. If “No effect” is documented, the projects may qualify for

inclusion under the Programmatic Categorical Exclusion Approvals MOU referred to above.

Examples of CE projects are found in 23 CFR 771.117 and summarized at the FHWA web site below:

 <http://www.fhwa.dot.gov/>

Click on Legislation and Regulations, then FHWA Directives and Policy Memorandums, then Federal-Aid Policy Guide, then Title 23 CFR, then 771, then 771.117. Or click on FHWA Programs, then Environment, then NEPA: Document Development Process, then Documentation, then Environmental Documentation: Categorical Exclusion.

Or by direct link:

 http://www.fhwa.dot.gov/environment/nepa/doc_ce.htm

(b) Class II projects requiring documentation and FHWA concurrence (DCE)

For projects in this subcategory, Documented Categorical Exclusions (DCE), additional environmental documentation is required and FHWA approval must be obtained prior to beginning the PS&E. If indicated by the Environmental Review Summary (ERS), preliminary environmental studies are completed. The ERS is then renamed the Environmental Classification Summary (ECS), signed by the WSDOT Regional Environmental Manager, and sent with federal permits and/or documentation to FHWA for approval and signature prior to beginning the PS&E.

After obligation of project design (PE) funds, detailed environmental studies for CE documentation may be required for DCE projects to determine the environmental, economic, and social impacts. WSDOT then finalizes the ECS and submits it to FHWA for final approval. Examples of DCE projects are found in 23 CFR 771.117 and summarized at the FHWA web site below:

 <http://www.fhwa.dot.gov/>

Click on Legislation and Regulations, then FHWA

Directives and Policy Memorandums, then Federal-Aid Policy Guide, then Title 23 CFR, then 771, then 771.117. Or click on FHWA Programs, then Environment, then NEPA: Document Development Process, then Documentation, then Environmental Documentation: Categorical Exclusion.

Or by direct link:

 http://www.fhwa.dot.gov/environment/nepa/doc_ce.htm

Any action that would normally be classified as a CE or DCE but could involve unusual circumstances will require the applicant, in cooperation with the FHWA, to conduct appropriate environmental studies to determine if the CE classification is proper. Such unusual circumstances include:

- Significant environmental impacts.
- Substantial controversy on environmental grounds.
- Significant impact on properties protected by Section 4(f) of the DOT Act or Section 106 of the National Historic Preservation Act (see Section 455.02).
- Inconsistencies with any federal, state, or local law or administrative determination relating to the environmental aspects of the action.

(4) Class III Projects – Environmental Assessment (EA)

When the significance of the impact of a proposed project on the environment is not clearly established, an EA is prepared to determine the extent of environmental impact and to determine whether an EIS is needed. WSDOT may adopt the EA to satisfy requirements for a DNS, but the EA will not satisfy the EIS requirement under SEPA. RCW 43.21C.150 provides that compliance with SEPA is not required where there has been a “detailed statement” prepared under NEPA, but an EA is generally not a detailed document. Refer to the definitions of each under 40 CFR 1508.9 and 1508.11. No EIS is required when the EA

supports a NEPA Finding of No Significant Impact (FONSI). See [Section 411.04](#) for details on EA documentation and procedure.

(5) Classification Procedure

(a) NEPA Classification Procedure

The NEPA documentation procedure consists of various stages during project development. Generally, the path is as follows: Scoping/ERS documents, evolving to Design/ECS documents, evolving to PS&E/Permit documents, evolving to Construction.

The procedure for NEPA classification is as follows:

- Once the project has been sufficiently developed to assess any environmental impacts, the Region completes the ERS based on the best information available at the scoping stage.
- The Regional Environmental Manager then concurs with the classification by signing the ERS and the completed form is returned to the design office for inclusion in the Project Summary package.
- If a project has been determined to be a Categorical Exclusion (NEPA-CE), the NEPA environmental review process is considered complete. If it is determined that a Documented CE, EA, or EIS is required, the Region evaluates the project schedule and arranges for preparation of the appropriate document.

(b) SEPA Classification Procedure

SEPA requires no documentation with regard to categorical exemptions; therefore, the region is responsible for verifying and monitoring these projects to assure that all necessary environmental documentation is completed. The procedure for SEPA projects is as follows:

- Once the project has been sufficiently developed to assess any environmental

impacts, the region completes the ERS based on the best information available.

- The Regional Environmental Manager then concurs with the classification by signing the ERS and the completed form is returned to the design office for inclusion in the Project Summary package.
- On projects funded entirely with state funds, this ends the environmental classification process. On projects that are categorized as exempt from SEPA, the environmental process is complete, unless the project requires biological evaluation to comply with the Endangered Species Act. On projects categorized as needing a SEPA checklist or EIS, those documents are prepared as necessary prior to design approval.

(6) Revision of Project Scope and Classification

See [Section 411.10](#) for details on project re-evaluation and preparation of supplementary environmental documentation if warranted by the re-evaluation.

(a) NEPA Reclassification

As FHWA must concur with the NEPA classification, any major change in a project classification for a project involving federal funds requires the processing of a revised ECS form. Minor changes may be handled informally, if FHWA concurs.

(b) SEPA Reclassification

When the scope of a project is changed, a revised ERS is normally required with some exceptions. As part of that revision process, the environmental classification needs to be reassessed. The decision on whether or not to revise the ERS is made by the regional environmental office in coordination with the region program management office. For many minor scope changes, a new ERS is not required. A note to the file or a

follow-up memo should then be prepared to document the revision.

In some cases, new circumstances may cause a change in the environmental classification but not a change in scope. Any changes in classification are documented by a note to the file or a follow-up memo.

320.06 Biennial Budget

For road projects, the biennial budget is tied to the State Highway System Plan and six-year plan. The budget and system plan are updated every two years to add new service objectives, action strategies, and new programs associated with service objectives. Conversely, as service objectives are met or further refined, existing programs may be reduced or eliminated in future Highway System Plan documents and biennial budgets.

320.07 Exhibits

Exhibit 320-1 – Draft and Final Project Definition.

Exhibit 320-2 – Draft and Final Design Decision Summary.

Exhibit 320-3 – Environmental Review Summary/Environmental Classification Summary.

Exhibit 320-4 – Instructions for Completing Environmental Review Summary

Exhibit 320-5 – Memorandum of Understanding between WSDOT and FHWA – Programmatic Categorical Exclusion Approvals.

Exhibit 320-6 – Implementing Agreement between WSDOT and Ecology Concerning Adoption of NEPA Documented Categorical Exclusions.

Draft and Final Project Definition

WIN	SR (WIN)	OTHER SR(S)? <input type="checkbox"/>	REGION Eastern	COUNTY	RECORD CREATED 03/01/2001	DATE FORM REVISED	REVISION NO.
Title (WIN): Type of Work:						ESTIMATED PROJECT COSTS	
						Date of Cost Index: Estimate Variance	
BEGIN (WIN) KP _____ MP _____		END (WIN) KP _____ MP _____		CENTERLINE LENGTH KM _____ Miles _____		RESURFACING LENGTH Lane KM _____ Lane Miles _____	
FUNCTIONAL CLASS		NHS STATUS		ROADWAY <input type="radio"/> 2 lane <input type="radio"/> Multi-lane <input type="radio"/> Other...		OTHER PARTNERS? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Maybe	
Will this Project be Value Engineered? <input type="radio"/> Yes <input type="radio"/> No				NEW/ RECONSTRUCTION? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undetermined		Prelim. Engrng: ROW: Construction:	
						Total: Benefit Cost (B/C) Ratio:	
STATEMENT OF DEFICIENCIES/NEEDS				STATEMENT OF PURPOSE			
System Plan Page Number: _____				Year: _____			
PROPOSED STRATEGY							
PIN - 1	%	Sub-Program/ Category SR: Begin to End MP	Project Title (PIN)/ Description				
		SR Begin MP End MP	Type of Work:				
		SR Begin MP End MP	Type of Work:				
RIGHT-OF-WAY		PHASE DURATION					
<input type="radio"/> No <input type="radio"/> Yes Relocation <input type="radio"/> Yes <input type="radio"/> No		Preconstruction Duration, Months: Comments:				Recommended Ad Time? <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Any	
		Construction Duration, Months: Comments:					



Draft and Final Project Definition (Continued)

WIN	SR (WIN)	Title (WIN): Type of Work:	DATE FORM REVISED	REVISION NO.						
SUMMARIZE THE FOLLOWING INFORMATION BASED ON DESIGN FILE DOCUMENTATION										
1) Preliminary Environmental Review (Required environmental documentation, permits and environmental commitments):		2) Design Decisions (design level, geometric, geotechnical, hydraulic, structural, or pavement design decisions made to date): <table border="1"><thead><tr><th>Start MP</th><th>End MP</th><th>Pavement Type</th><th>Pre-level Amount (Tons/Lane-Mile)</th><th>Pavement Depth (ft)</th><th>Pavement Depth (mm)</th></tr></thead><tbody></tbody></table>			Start MP	End MP	Pavement Type	Pre-level Amount (Tons/Lane-Mile)	Pavement Depth (ft)	Pavement Depth (mm)
Start MP	End MP	Pavement Type	Pre-level Amount (Tons/Lane-Mile)	Pavement Depth (ft)	Pavement Depth (mm)					
See Environmental Review Summary Form for additional details		See Design Decisions Summary Form for additional details								
3) Public Input (Summary of any public involvement to date):		4) Project Commitments a. Commitments Made To Others: b. Commitments Made By Others:								
5) Potential Utility Impacts (Key utility impacts): <input type="radio"/> Yes <input type="radio"/> No		6) Work Zone Traffic Control Strategy: <input type="radio"/> Yes <input type="radio"/> No								
7) Potential Railroad Impacts (Key RR related): <input type="radio"/> Yes <input type="radio"/> No		8) Other Issues (Emergency Services, School, Transit, etc.): <input type="radio"/> Yes <input type="radio"/> No								
8) Specialized Workforce Expertise Required (Summarize Specialized WF for PE or construction phases): <input type="radio"/> Yes <input type="radio"/> No										
APPROVAL SIGNATURES										
REGIONAL PROJECT APPROVAL: _____		DATE _____								
OSC PROGRAM MANAGEMENT APPROVAL: _____		DATE _____								
		OSC COMMENTS:								

Draft and Final Design Decisions Summary

PIN *	WIN	SR (PIN)	Title (PIN):					
		Type of Work:						
PIN(S) COVERED	REGION ER	BEGIN (PIN) KP _____ MP _____	END (PIN) KP _____ MP _____	CENTERLINE LENGTH (PIN) KM _____ Miles _____	RECORD CREATED 3/1/2001	FORM REVISED	REVISION NO.	

GEOMETRICS AND TRAFFIC				ACCESS CONTROL DESIGNATION			
Design Matrix:		Row:		Design Year:		On Access Master Plan? <input type="radio"/> Yes <input type="radio"/> No	
Need for Right-of-Way? <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Undetermined				CURRENT DESIGN YEAR		Current:	
Design Speed { Mainline: Crossroads:		ADT:		Truck %:		Proposed: Access Mgmt Classification:	

ROADWAY GEOMETRIC DATA	EXISTING				PROPOSED				STANDARDS	
	Min/Max	Metric (calc)	Min/Max		Min/Max	Metric (calc)	Min/Max			
TOTAL NO. THROUGH LANES										
NO. LANES THIS PROPOSAL										
LANE WIDTH	/ ft	/ m	/ ft	/ m	/ ft	/ m	/ ft	/ m	ft	m
AUX LANE LENGTH	miles	km	miles	km						
AUX LANE WIDTH	/ ft	/ m	/ ft	/ m	/ ft	/ m	/ ft	/ m	ft	m
TOTAL ROADWAY WIDTH	/ ft	/ m	/ ft	/ m	/ ft	/ m	/ ft	/ m	ft	m
SHOULDER WIDTH LEFT/ INSIDE	/ ft	/ m	/ ft	/ m	/ ft	/ m	/ ft	/ m	ft	m
SHOULDER WIDTH RIGHT/ OUTSIDE	/ ft	/ m	/ ft	/ m	/ ft	/ m	/ ft	/ m	ft	m
TOTAL ROADWAY WIDTH + SHOULDER	/ ft	/ m	/ ft	/ m	/ ft	/ m	/ ft	/ m	ft	m
MEDIAN WIDTH	/ ft	/ m	/ ft	/ m	/ ft	/ m	/ ft	/ m	ft	m

ADDITIONAL PROJECT INFORMATION

PAVEMENT										
Pavement Reconstruction?	Start MP	End MP	Pavement Type	Pre-level Amount (Tons/Lane-Mile)	Pavement Depth ft	mm	calculated Ft	mm	Super-elevation or Crown Correction	Milling
<input type="radio"/> Yes <input type="radio"/> No										
Pavement Design Complete?										
<input type="radio"/> Yes <input type="radio"/> No										

P1 ROADWAY PRESERVATION Optional Minor Safety or Minor Preservation Work Start MP End MP Required Safety Items of Work Deferred? <input type="radio"/> Yes <input type="radio"/> No	ROADSIDE RESTORATION Roadside Classification: <input type="checkbox"/> Forest <input type="checkbox"/> Open <input type="checkbox"/> Rural <input type="checkbox"/> Semi-Urban <input type="checkbox"/> Urban Treatment Level: Specific Commitments/Comments:
---	--



PIN*		SR (PIN)	Title (PIN): Type of Work:		DATE FORM REVISED	REVISION NO.
IMPROVEMENTS						
Safety (curve realignment, slope flattening, illuminating, etc.):			Hydraulic Decisions:			
DEVIATIONS			DESIGN VARIANCE INVENTORY (NHS P1 PROJECTS ONLY)			
			Is Design Variance Inventory Complete: <input type="radio"/> Yes <input type="radio"/> No			
APPROVAL SIGNATURES						
REGIONAL OR OSC DESIGN CONCURRENCE			DATE		REGIONAL OR OSC DESIGN APPROVAL	
					DATE	



Environmental Review Summary and Environmental Classification Summary

PART 1. PROJECT DESCRIPTION							
WIN	SR (WIN)	OTHER SR(S)? <input type="checkbox"/>	REGION	COUNTY	RECORD CREATED	DATE FORM REVISED	
PIN	Title (WIN):					TOWNSHIP	
	Type of Work:					RANGE	
	BEGIN (WIN) KP _____ MP _____	END (WIN) KP _____ MP _____	CENTERLINE LENGTH KM _____ Miles _____	WITHIN PUGET SOUND BASIN?	WATER RESOURCE INVENTORY AREA (WRIA) NO. & NAME		
PART 2. PERMITS AND APPROVALS REQUIRED							
Permit or Approval				Permit or Approval			
<input type="radio"/> Yes <input type="radio"/> No	Corps of Engineers <input type="checkbox"/> Section 404 <input type="checkbox"/> Section 10 COE Type: <input type="checkbox"/> Individual <input type="checkbox"/> Nationwide Individual Permit #: _____ Nationwide Type: _____			<input type="radio"/> Yes <input type="radio"/> No	Nat. Pollutant Discharge Elimination System (NPDES) Baseline General for Construction <input type="checkbox"/> Stormwater Site Plan <input type="checkbox"/> Temporary Erosion Sediment Control Plan (TESC)		
<input type="radio"/> Yes <input type="radio"/> No	Coast Guard			<input type="radio"/> Yes <input type="radio"/> No	Shoreline Permit		
<input type="radio"/> Yes <input type="radio"/> No	Coastal Zone Management Certification			<input type="radio"/> Yes <input type="radio"/> No	State Waste Discharge Permit		
<input type="radio"/> Yes <input type="radio"/> No	Critical Areas Ordinance (CAO) Permit			<input type="radio"/> Yes <input type="radio"/> No	Temporary Modification of Water Quality (TWQM) standards		
<input type="radio"/> Yes <input type="radio"/> No	Flood Plain Development Permit			<input type="radio"/> Yes <input type="radio"/> No	Tribal Permit(s) (Any)		
<input type="radio"/> Yes <input type="radio"/> No	Forest Practices Approval			<input type="radio"/> Yes <input type="radio"/> No	Section 4(f)/6(f): Wildlife Refuges, Recreation Areas, Historic Properties		
<input type="radio"/> Yes <input type="radio"/> No	Hydraulic Project Approval			<input type="radio"/> Yes <input type="radio"/> No	Water Use Permit		
<input type="radio"/> Yes <input type="radio"/> No	Local Building or Site Development Permits			<input type="radio"/> Yes <input type="radio"/> No	Water quality certification – Sec. 401 Issued By: _____		
<input type="radio"/> Yes <input type="radio"/> No	Local Clearing & Grading Permits			Other Permits	List: _____		
<input type="radio"/> Yes <input type="radio"/> No	Nat. Historic Preservation Act – Section 106			<input type="radio"/> Yes <input type="radio"/> No			
<input type="radio"/> Yes <input type="radio"/> No	(NPDES) Municipal Stormwater Discharge						
PART 3. ENVIRONMENTAL CLASSIFICATION							
NEPA				SEPA			
<input type="checkbox"/> Categorically excluded per 23 CFR 771.117() <input type="checkbox"/> Documented CE (DCE) <input type="checkbox"/> Environmental Assessment (EA) <input type="checkbox"/> Environmental Impact Statement (EIS) <input type="checkbox"/> Supplemental EIS (SEIS)				<input type="checkbox"/> Categorically exempt per WAC 197-11-800 <input type="checkbox"/> Determination of Non-Significance (DNS) <input type="checkbox"/> Environmental Impact Statement (EIS) <input type="checkbox"/> Other Action <input type="checkbox"/> Adoption <input type="checkbox"/> Addendum			
APPROVAL SIGNATURES							
REGIONAL ENVIRONMENTAL MANAGER			DATE		REGIONAL ENVIRONMENTAL CONTACT		
FED. HIGHWAY ADMIN. (FOR ECS USE ONLY)			DATE		COMPLETED BY		
Telephone: _____					Fax: _____		

Environmental Review Summary and Environmental Classification Summary (continued)

PART 4. ENVIRONMENTAL CONSIDERATIONS	WIN
Will the project involve work in or affect any of the following? Identify proposed mitigation. Attach additional pages or supplemental information if necessary.	
1. Air Quality Identify any anticipated air quality issues.	
Is project included in Metropolitan Transportation Plan?	<input type="radio"/> Yes <input type="radio"/> No
Located in an Air Quality Non-Attainment Area (for carbon monoxide, ozone, or PM 10)?	<input type="radio"/> Yes <input type="radio"/> No
Exempt from Air Quality conformity requirements?	<input type="radio"/> Yes <input type="radio"/> No
2. Critical/Sensitive Areas Identify any known Critical or Sensitive Areas as designated by local Growth Management Act ordinances.	
a. Aquifer Recharge Area, Wellhead Protection Area, or Sole Source Aquifer	
b. Geologically Hazardous Area	
c. Habitat List known species.	
(1) Threatened/Endangered Species or Priority Habitat or Species. Indicate state or federal listing.	
(2) General Fish and wildlife habitat.	
d. Wetlands. Estimate impacted categories and acreage.	
Are wetlands present?	<input type="radio"/> Yes <input type="radio"/> No
Estimated Acres Impacted: Acres	
3. Cultural Resources/Historic Structures Identify any historic or archaeological resources.	
4. Flood Plains or Ways	
Is the project located in a 100-year flood plain?	<input type="radio"/> Yes <input type="radio"/> No
If yes, is the project located in a 100-year floodway?	<input type="radio"/> Yes <input type="radio"/> No
Will the project impact a 100-year flood plain?	<input type="radio"/> Yes <input type="radio"/> No
5. Hazardous and Problem Waste	
Identify potential sources and type.	
Is project likely to involve site clean-up?	<input type="radio"/> Yes <input type="radio"/> No
6. Noise Identify potential sensitive receptors or previous mitigation commitments.	

Environmental Review Summary and Environmental Classification Summary (continued)

PART 4. ENVIRONMENTAL CONSIDERATIONS (CONTINUED)		WIN
7. Parks, Recreation Areas, Wildlife Refuges, Historic Properties, or Scenic Rivers/Byways, 4(f)/6(f) Lands	Identify areas of impact.	
8. Resource Lands	Identify areas of impact.	
a. Agricultural		
b. Forest/Timber		
c. Mineral		
9. Rivers, Streams	(continuous, intermittent), or Tidal Waters	
a. Identify by name, proximity to project, and Washington Stream Catalog Number.		Fisheries WA Stream No. _____ Ecology 305b Report No. _____
b. Identify stream crossing structures by type		
10. Tribal Lands	Identify.	
11. Visual Quality	Will project impact roadside classification or visual aspects?	<input type="radio"/> Yes <input type="radio"/> No
12. Water Quality/Stormwater	Is project likely to increase runoff or affect water quality?	<input type="radio"/> Yes <input type="radio"/> No
	Will project include water quality/quantity treatment for the new pavement?	<input type="radio"/> Yes <input type="radio"/> No
	Will project include water quality/quantity treatment for existing pavement?	<input type="radio"/> Yes <input type="radio"/> No
	Has a NPDES municipal general permit been issued for this WRIA?	<input type="radio"/> Yes <input type="radio"/> No
13. Have previous environmental commitments been made in project area?	Identify.	<input type="radio"/> Yes <input type="radio"/> No
14. Are long-term maintenance commitments necessary for this project?	Identify.	<input type="radio"/> Yes <input type="radio"/> No

PPSC: REVISED 3/98 (MJC)

DATE PRINTED: 2/24/99



Environmental Review Summary Instructions

As is appropriate, indicate if the "Environmental Review Summary" form is draft or final. Or, if it is being used as the "Environmental Classification Summary." Also, indicate whether the second and third pages of this form are necessary to fully describe the anticipated environmental impacts of this project. This is accomplished by selecting the appropriate non-printing radio button: "Use First Page Only" or "2nd & 3rd page Needed/ Used."

The Environmental Review Summary (ERS) Form has four parts. Parts 1, 2 and 3 must be filled out for every project.

Use Part 4 only if a project potentially impacts any of the following environmental features.

- Air quality
- Aquifer recharge area/wellhead protection area/sole source aquifer
- Geologically hazardous area
- Threatened & endangered species/priority habitat or species
- General fish & wild habitat
- Wetlands
- Cultural resources/historic structures
- Flood plains or ways
- Hazardous & problem waste
- Noise
- Parks/recreation areas
- Wild life refuges
- Historic properties
- Scenic rivers/byways
- Section 4 (f) lands
- Section 6 (f) lands
- Agricultural resource lands
- Forest/timber resource lands
- Mineral resource lands
- Rivers
- Streams
- Tidal waters
- Tribal lands
- Visual quality
- Water quality/storm water
- Environmental commitments that may have been made in the area
- Long-term maintenance commitments.

Part 1

Part 1 includes an overall project description. The majority of these fields will be automatically filled in when entered on the Project Summary forms by Program Management, and cannot be altered by Environmental staff. The following fields requires data entry:

Date Form Revised:

Date for latest significant revision to the Environmental Review form only. This date should be changed as the record is periodically updated. It must be entered manually or using the "Update" button.

Revision No.:

Number of latest revision to an approved Project Summary (all forms). This value cannot be input manually, but is input automatically via a script.

Water Resource Inventory Area (WRIA) No. & Name:

The name and numbers of these areas along with a map are located in WAC 173-500-040.

Within Puget Sound Basin:

Will be automatically selected as 'Yes' if the project is located in the following 12 counties; Clallam, Island, Jefferson, King, Kitsap, Mason, Pierce, San Juan, Skagit, Snohomish, Thurston and Whatcom. This value is only entered when the county is first selected, but before a value is indicated for this field. The value in the fields can be overridden by highlighting and retyping.

Part 2

Part 2 of the ERS Form includes permits and approvals required by a project. Select yes or no based on if the permit is required or not.

Corps of Engineers Permit:

1. Indicate if it's a section 404, section 10 permit or both.
2. Indicate if it's an individual or nationwide.
 - a. If individual enter permit number if known.
 - b. If nationwide, enter the proposed nationwide permit type number.

The name and numbers of these nationwide permits are located in Corps. Special Public Notice dated 2/11/92.

(NPDES) Baseline General for Construction:

Indicate if Stormwater Site Plan or Temporary Erosion Sediment Control Plan (TESC) is required.

Part 3

Part 3 of the ERS Form includes the classification of the environmental document the proposed action may require. Projects are environmentally classified in both the NEPA and SEPA columns. Select the appropriate box for the environmental documentation that will be prepared for the project.

NEPA and SEPA Categorical Exclusion and Exemption Levels

Specify the appropriate subsection the CE falls under. If NEPA subsection D, select the documented CE (DCE) box.

Approval Signatures

Regional Environmental Manager:

The Environmental Manager must sign and date page 1 of the ERS Form.

Regional Environmental Contact:

Type the name of the Regional Environmental staff person to contact in the future.

Completed by:

Type the name of the staff person who completed the form and specify completion date.

Federal Highway Administration:

Should be left blank for the Project Summary documentation.

For the Environmental Classification form only:

When the ECS form is used, the Regional Environmental Manager signs the form initially, and then that copy is forwarded to FHWA for the appropriate signature.

Part 4

Complete only the subject areas that are appropriate. If this section is completed, indicate that the second and third pages are used, and thus should be included with the Project Summary documentation.

If the resource is present but no impacts are anticipated, describe in the remarks why there will be no impacts.

MOU – Programmatic Categorical Exclusions Approvals

***Memorandum of Understanding
Between
Washington State Department of Transportation
and
Federal Highway Administration***

Programmatic Categorical Exclusion Approvals

This Memorandum of Understanding (MOU) between the Washington State Department of Transportation (WSDOT) and the Federal Highway Administration (FHWA) [*words omitted on original*] agreement for classifying projects as Categorical Exclusions (CE) identified in 23 CFR Part 771.117 - Environmental Impact and Related Procedures.

- A. Actions identified in 23 CFR 771.117(c) that meet the criteria of 23 CFR 771.117(a) do not require further approvals by FHWA.
- B. WSDOT and FHWA concur in advance with a categorical exclusion (CE) classification for those projects identified in 23 CFR 771.117(d) which have no significant environmental impacts. Actions so identified do not require further approvals by FHWA. For these actions, WSDOT certifies that the criteria of 23 CFR 771.117(a) and all the following conditions will be satisfied for all of the projects processed under this programmatic classification and approval process.

The following conditions will apply to those actions that qualify under 23 CFR 771.117(d), which are processed by WSDOT under this programmatic approach:

- 1. The action does not have any significant environmental impacts as described in 23 CFR 771.117(a);
- 2. The action does not involve unusual circumstances as described in 23 CFR 771.117(b);
- 3. The action does not involve the following:
 - a. The acquisition of more than minor amounts of temporary or permanent strips of right of way for construction of such items as clear vision corners and grading. Such acquisitions will not require any commercial or residential displacements;
 - b. The use of properties protected by Section 4(f) of the Department of Transportation Act (49 U.S.C. 303);
 - c. A determination of adverse effect by the State Historic Preservation Officer;
 - d. Any U.S. Coast Guard construction permits or any U.S. Army Corps of Engineers Section 404 permits;
 - e. Any work in wetlands;
 - f. Any work encroaching on a regulatory floodway or any work affecting the base floodplain (100-year flood) elevations of a water course or lake;
 - g. Construction in, across, or adjacent to a river designated as a component or proposed for inclusion in the National System of Wild and Scenic Rivers published by the U.S. Department of the Interior/U.S. Department of Agricultural;

- h. Any changes in access control;
 - i. The use of a temporary road, detour, or ramp closure unless the use of such facilities satisfy the following conditions:
 - (1) Provisions are made for access by local traffic and so posted;
 - (2) Through-traffic dependent business will not be adversely affected;
 - (3) The detour or ramp closure, to the extent possible, will not interfere with any local special event or festival;
 - (4) The temporary road, detour or ramp closure does not substantially change the environmental consequences of the action;
 - (5) There is no substantial controversy associated with the use of temporary road, detour, or ramp closure;
 - j. Any known hazardous materials sites or previous land uses with potential for hazardous materials sites or previous lands uses with potential for hazardous materials remains within the right of way;
- 4. The action conforms to the Air Quality State Implementation Plan, which is approved or promulgated by the Environmental Protection Agency in air quality non-attainment areas;
 - 5. The action is consistent with the state's Coastal Zone Management Plan as determined by the appropriate state agency;
 - 6. The analysis required by Section 7 of the Endangered Species Act indicates that this project will have no effect on Federally listed threatened and endangered species.

All determinations made by the WSDOT under this blanket classification will be documented in the project summary outlined in the WSDOT Design Manual and Programming and Operations Manual, Construction Program. The project summary will be available for FHWA review upon request.

- C. If one or more of the conditions outlined in Paragraph B are not satisfied, separate environmental documentation on the appropriate WSDOT environmental summary form will be required as defined in 23 CFR 771.117(d).

The environmental classification for all projects will be identified on the project authorization submitted to the FHWA Division Office. Submittal of documentation for projects identified as Categorical Exclusions under paragraphs A and B is not required.

(original signed)

Donald K. Nelson
Assistant Secretary
Environmental & Engineering Service Center
Washington State Department of Transportation

(Dated 5/24/99)

Date

(original signed)

Gene K. Fong
Division Administrator
Washington State Division Field Office
Federal Highway Administration

(Dated 5/25/99)

Date

NEPA Categorical Exclusions Implementing Agreement

**Implementing Agreement
between
The Washington State Department of Transportation
and
The Washington State Department of Ecology
Concerning Adoption of NEPA Documented Categorical Exclusions**

I Authority

This implementing agreement is being adopted pursuant to the Memorandum of Understanding between the Department of Ecology (Ecology) and the Department of Transportation (WSDOT) dated August 4, 1988.

State-level environmental review of projects is required by the State Environmental Policy Act (SEPA). Environmental review of WSDOT projects under the National Environmental Policy Act (NEPA) is required when a project includes federal funding or involves a federal action. SEPA adoption of NEPA documents is allowed under WAC 197-11-610 which states that an agency may adopt any environmental analysis prepared under NEPA by following WAC 197-11-600 and 197-11-630.

NEPA Documented Categorical Exclusions are authorized by the Federal Highway Administration's NEPA implementing regulation, 23 CFR §771.117.

II Background & Summary

WSDOT has requested that Ecology concur with adoption of NEPA documented categorical exclusions (DCE) as the SEPA Environmental Checklist for SEPA Determination of Nonsignificance (DNS) threshold decisions. Ecology has agreed to concur with adoption of WSDOT's existing DCE documentation form (Environmental Classification Summary - ECS) as the SEPA checklist, provided that WSDOT include in the adoption packages those elements of the SEPA Environmental Checklist-Section *A. Background*, not included in the ECS form. The adoption process will include a 15-day public/agency comment period.

The key criterion for adoption is that the adopting or lead agency (i.e., WSDOT) must independently review the content of the document and determine that it meets the adopting agency's review standards and needs. The information being adopted must be of sufficient detail and scope to allow the public and reviewing entities to comment in a reasonable fashion, i.e., in the case of a DCE substituting for a checklist, comparable information to a checklist must be contained in the document.

In the spirit of regulatory reform, both agencies agree to meet the following requirements to allow for adoption of existing DCE forms with the additional information noted herein. This agreement will benefit both agencies by reducing paperwork and permit processing time, and eliminating repetitive information preparation and review.

NOTE: Many WSDOT projects are funded using Title 23 transportation funding as provided by the USDOT through either FHWA or FTA (EPM Revision, March 2003).

III. Agreement

Department of Ecology (Ecology):

- 1 Ecology concurs that the adoption of a NEPA documented categorical exclusion (DCE) under the Federal Highway Administration's NEPA implementing regulation, 23 CFR §771.117, is allowable under the State Environmental Policy Act (SEPA). Rules in lieu of completing a SEPA checklist, provided the requirements of WAC 197-11-610 and 197-11-630 are met.
- 2 Ecology will prepare a notice for the SEPA Register notifying other agencies and the public of Ecology's interpretation that an adoption of a NEPA documented categorical exclusion is allowable under the SEPA Rules.
3. Ecology will review and may provide comments, if appropriate, during the 15-day public/agency comment period for each proposed project for which adoption of a DCE is planned to comply with SEPA

Department of Transportation (WSDOT):

1. As lead agency, WSDOT will review the content of adoption packages and determine that they meet the adopting agency review standards, as per WAC 197-11-630, prior to submitting the package.
- 2 WSDOT will submit an adoption package for Ecology's review concurrently with initiation of public notice. The package will consist of:
 - a. A completed Environmental Classification Summary form;
 - b. *A Determination of Nonsignificance and Adoption of Existing Environmental Document*, essentially in the format of Ecology form ECY 050-46(b); and
 - c. The following items required in a SEPA checklist, but not contained in the ECS form, will be included as an attachment to the package, or otherwise provided within the documentation:
 - i. Proposed timing of project (including phasing if applicable).
 - ii. List future additions, expansions, or further activity related to project.
 - iii. List any environmental information that has been prepared, or will be prepared, that relates to this proposal.
 - iv. Give complete project description, and location information, including zoning classification of site.
 - v. Earth: give approximate slope of site, soil type, source of fill material, percent of increased impervious surfaces, erosion potential, and measures to reduce erosion.
 - vi. Water: List and describe any impacts to lakes or other surface waters not included in the ECS form. List any proposed surface or ground water withdrawals, diversions or discharges.
3. WSDOT's adoption process will include a 15-day public/agency comment period, including publication of a public notice of the adoption and DNS in a newspaper serving the project area. A copy of the adoption package will be sent to all permitting agencies.
4. WSDOT will consider revision of the Environmental Classification Summary form to include the additional information required for this adoption process.

IV. Duration of Implementing Agreement

This Implementation Agreement will remain in effect until terminated. Either party may terminate this Agreement upon 30-day written notice to the other. Written notice of termination shall include the reason[s] for termination.

V. Revisions to Implementing Agreement

Revisions to this Implementing Agreement may be initiated by either party and will become final after both parties are in agreement and appropriate signatures are attached.

VI. Execution

The undersigned hereby agree that WSDOT and Ecology will complete the above listed requirements when proposing adoption of, or reviewing for adoption, a NEPA documented categorical exclusion as the SEPA checklist.

Jerry Alb, Director
Environmental Services
Department of Transportation

David Bradley, Supervisor
Environmental Review & Sediments
Department of Ecology

(Signed Original) _____

(Signed Original) _____

Date: (Dated 6/20/96) _____

Date: (Dated 6/14/96) _____

NOTE: The public/agency comment period was changed to 14 days in the April 1998 revision to the WAC (EPM Revision, March 2003).